Barb Stewart

From: Barb Stewart
Sent: Monday, July 07, 2003 3.56 PM
To: 'Josephine Farkas'
Cc: Cynthia McCain
Subject: RE: E-rate app 375962

Year 6 Medicaid Elig
subtotals...

Response Josephine,

I am still looking into question #1, but I wanted to respond to #2 so you could proceed with our application for Telecommunication Services.

This same question was asked by Paul Rose and I responded to him with all of the information on May 22, 2003. I will provide you with the same information that I gave to Paul.

We use the number of students eligible for Medicaid to validate our discount percentage. We use this method in accordance to the instructions on completing Form 471, page 14. I have attached a spreadsheet of our student data indicating Medicaid Eligibility.

The school code for Marion Crouse Instr. Center is 03691 and the school codes for Elmer Knopf Learning Center are 02658, 03807, and 06156.

Let me know if you have any questions in regards to this information.

Thank you.

Barb Stewart
Genesee Intermediate School District
Business Services, Accountant
Phone: 810-591-4429
Fax: 810-591-4864

-----Original Message-----
From: Josephine Farkas [mailto:jfarkas@sl.universalservice.org]
Sent: Wednesday, July 02, 2003 12:55 PM
To: Barb Stewart
Subject: E-rate app. 375962

July 2, 2003

Barb Stewart
GENESEE COUNTY I S D
Application # 375962

As we discussed in our conversation, we are in the process of reviewing all Form 471 applications for schools and libraries discounts to ensure that they are in compliance with the rules of the federal universal service program. I am currently in the process of reviewing your Funding Year 2003 Form 471 Application. To complete my review I need some additional information. The information needed to complete the Review is listed below.

1. Based upon review of your Form 471 application, it appears that FRN 1033388 has the same contract number as Funding Year 2002 FRN 793401, and the Contract Expiration Date submitted in Block 5, Item 20, has changed from 6/30/03 to 6/30/04. The rules of this

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support mechanism require that a new Form 470 be posted for 28-Days prior to extending the existing contract, unless the establishing Form 470 for the original contract made all potential bidders aware of your ability to extend the contract beyond its initial term. Please answer the following question, and provide the requested documentation as indicated:

Please provide a copy of the contract, and any applicable contract extensions.

Did the Contract Expiration Date change from what was reported on FRN 793401 on Funding Year 2002 Form 471 application number 306634?

If so, please provide the 15-digit Form 470 that established the bidding for the contract extension. The establishing Form 470 is the specific Form 470, which was posted for that particular service for 28 days, and pursuant to which a contract was signed, extended, or an agreement was entered into. The establishing 470 could have been posted by the State, if the requested services are being purchased off of a State Master Contract. If your contract extension was not posted for 28-Days to a new Form 470, please indicate such.

If the contract extension was not posted to a new Form 470 for 28-Days, please provide any relevant bid information, such as a copy of the request for proposals (RFP), that was relied upon when the original contract was competitively bid and signed.

~Initial Question~
2. Based upon review of your Form 471 application, we were not able to validate your requested discount percentage of 80% for MARION D CROUSE INSTRU CENTER and KNOPF CNTR & CNTR FOR AUTISM. Please provide the appropriate documentation if one of the following acceptable methods were used:

a. If the school participates in a National School Lunch Program (NSLP), please provide us a signed copy (preferably by the Principal, Vice-Principal, Superintendent, or Director of Food Services) of the Reimbursement Claim Form that the school sends to the state each month. Make sure that the following 3 items are identified:
1)   The Entity name
2)   The total number of students enrolled at the entity
3)   The total number of students eligible for Free/Reduced Lunch Program for the entity

If the school district fills out an aggregate form for the school district, provide a signed letter from a school official (preferably the Superintendent) that lists the Free/Reduced information for each school in the district.

b. If the discount percentage was determined by information obtained from a survey/application, please provide the following information:
1)   Total number of students enrolled
2)   Total number of surveys/applications sent out
3)   Number of surveys/applications returned
4)   Total number of students qualified for NSLP per the returned surveys/applications
5)   Are the surveys/applications and results kept on file.
6)   Provide a sample copy of a FILLED OUT SURVEY/APPLICATION with the child's personal information crossed out for confidentiality.
7)   A signed certification that reads: "I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in Column 5 of Item 10b, of Block 4 (Worksheet A) of the Form 471."
8)   This information must be in writing on school letterhead and signed by a school official (such as the Principal, Vice-Principal, Superintendent, Director of Food Services).

If the discount was determined using a different method than what was identified above, please indicate the method that was used.

Please fax or e-mail the requested information to my attention. If you have any questions please feel free to contact me.

It is important that we receive all of the information requested so PIA can complete its review. If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. Failure to do so may result in a reduction or denial of funding.

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If we do not receive the information within seven calendar days (7/9/03), your application will be reviewed using the information currently on file.
Thank you for your cooperation and continued support of the Universal Service Program.

Sincerely,

Josephine Farkas
Schools and Library Division
Program Integrity Assurance
Voice: 973-884-8359
Fax: 973-599-6522
Email: JFarkas@SL.UniversalService.Org

EXHIBIT L
1 PG

June 29, 2006

Schools and Libraries Corporation
PIA Team

Genesee County ISD uses the number of Medicaid eligible students to arrive at our discount percentage for USF discounts. We use this method in accordance to the instructions on completing Form 471, page 14. The process as to how we arrive at who is eligible for Medicaid is as follows:

GISD submits a file to an outside billing vendor, Public Consulting Group (PCG) containing information on all of our special education students. PCG then sends the file to the State of Michigan. The State of Michigan runs the file against their Medicaid eligible database and attaches a Medicaid ID # to those students who are eligible. The State of Michigan sends the file back to PCG. PCG uploads the file into the Special Education database, which we access to get lists of the students who are Medicaid eligible. Eligibility is determined by the State of Michigan, not by GISD. We do not, and cannot have access to how the determination is figured.

I certify that only those students who meet the Eligibility Guidelines of the Medicaid Program have been included in Column 5 of Item 10b, of Worksheet A of Block 4 of the Form 471. We keep the student lists retrieved from the Special Education Database identifying who is Medicaid eligible on file as supporting documentation to certify the numbers that we submitted on our application.

The enrollment totals and the number of Medicaid eligible students are as follows:

School Name	Student Count	Medicaid Eligible Students
Knopf Cntr & Cntr for Autism	515	394
Marion D. Crouse Instru Center	199	161
Special Education Services South	181	126

If you should have any questions or need further information, please contact Barb Stewart at 810-591-4429.

Sincerely,

Thomas Svitkovich, Ed. D.
Superintendent

TS:bs

SUBMITTING FILES TO CHECK FOR MEDICAID ELIGIBILITY
You will create files with student data and submit the files to MPHI once a month to check for student Medicaid eligibility. To create this file, you will compile the student information in one of two ways: either by using the student file from the client special education database (see section on importing data) or by using the student information from EasyIEP™. If you are using the student information from EasyIEP™, the best way to extract it is by running a report on the aggregate site called StudentList. In order to prepare the data to submit to MPHI, you must arrange the data in the correct format. The data must be saved as a text file with tab delimiters. The following columns are used in the order described. If the order is not exact the format correct, your file will not be processed.

Field Name	Description
Date of Service	Must be in this format: mm/dd/yyyy
Student Code	
Subscriber ID	
SSN	
Students Last Name	
Students First Name	
Students Middle Initial	
Students Date of Birth	Must be in this format: mm/dd/yyyy

There is a database on the server called MPHI Medicaid Checks 2007.mdb that can be found at: S:\FFS\Medicaid Database for importing, that can be used for creating the proper format to submit to MPHI.

Below are directions on how to use the Medicaid Matching database:

1. Run the aggregate report Student List in EasyIEP™
2. Right click on the completed report and save it as AggregateStudentList.txt to the C:\ on your computer.
3. Run Macros 1 and 2
4. Enter the start date – make sure it is in the mm/dd/yyyy format.
5. The file Send_to_MPHI.txt will be exported to your C:\. Rename the file to DistrictName_to_MPHI.txt.
6. Log into MPHI https://healthplanbenefits.mihealth.org/Login.aspx and upload the file.
7. After the file has been processed right click on the file and save the results to the C:/ as MPHIResults.txt.
8. Run Macro 3
9. Enter the Client Code (not the Client ID) and the End Date.
10. Verify that the district and start and end dates are correct and close the query.
11. Run Macro 4
12. Optional Queries – depending on what the client requests:
    a. 10 – Medicaid Number Flag (this will change the Medicaid Number from the actual number to whatever you specify, ie YES, NO, Medicaid Eligible)
    b. 11 – Medicaid Number TPL
13. Run Macro 5
14. Two files will be exported to the C:\; Students.txt and MedicaidBillingImport.txt. The students file needs to be imported into the site aggregately (or it can be broken down by district and imported locally) and the MedicaidBillingImport.txt file needs to be imported into the Billing System. To import the file into the billing system go to

http:pcgattcmsbill.pcgus.com/mibillingv2 and click on the clients name you are working on. Click on Import at the top of the screen. Make sure Medicaid is selected as the file type to import and click on the browse button and go to the C:\ and select the MedicaidBillingImport.txt file. And click upload.

15. After you've imported the Medicaid file you need to save the MedicaidBillingImport.txt file to the client's folder. The file should be named in a matter such as MedicaidBillingImport_AMA_20070407_20070401to20070430.txt. Where the first date is the date the file was processed and the second dates are the range of dates the eligibility is for. You should also save the MPHI Results file in a similar format.

16. The last step is to upload the students file on the aggregate site. (see the import section on how to do this)

DESCRIPTION OF MATCH

MPHI matches the information that you submit with the complete Medicaid file to see if any students you submit are in the Medicaid file. The way the match is done is that it first attempts to match by SSN and Date of Birth. If this does not match, it attempts to match Last Name, First Name, and Date of Birth. If this does not match, it attempts to match Last Name, First Name, and SSN. Depending on the size of the file the Match takes a relatively short period of time.

EXHIBIT N
1 PG

USAC
Universal Service Administrative Company

Step 5: Alternative Discount Mechanisms Fact Sheet

Schools may use alternative calculation methods to determine the level of need for calculating discounts for eligible products and services.

This fact sheet provides the following information on alternative calculation methods for determining the level of need for calculating discounts for eligible products and services.

1. Primary measure for Schools and Libraries discounts
2. Alternative methods
3. Survey guidelines
4. Acceptable alternative measures of poverty
5. Existing sources
6. Matching siblings
7. Projections based on surveys
8. Unacceptable alternative methods

1. Primary measure for Schools and Libraries discounts
The primary measure for determining discounts is the percentage of students eligible for free and reduced lunches under the National School Lunch Program (NSLP), calculated by individual school. Students from family units whose income is at or below 185% of the federal poverty guideline are eligible for the NSLP.

2. Alternative methods
The Federal Communications Commission (FCC) also allows other methods to determine a school's level of need, as long as those methods are based on - or do not exceed - the same measure of poverty used by NSLP.

These federally-approved alternative methods use data comparable to NSLP data which are:

- collected through alternative means such as a survey; or
- from existing sources such as Aid to Families with Dependent Children or tuition scholarship programs.

3. Survey guidelines
If a school chooses to do a survey, the following guidelines apply:

1. The survey must be sent to all families whose children attend the school.
2. The survey must attain a response rate of at least 50%.
3. The survey must, at a minimum, contain the following information:
   - Address of family
   - Grade level of each child
   - Size of the family
   - Income level of the parents

4. The survey must assure confidentiality (e.g., the names of the families are not required)

4. Acceptable alternative measures of poverty
The following measures of poverty are currently acceptable alternatives to NSLP eligibility:

1. Family income level at or below 185% of the federal poverty guideline.
2. Participation in one or more of the following programs:
   - Medicaid
   - Food stamps
   - Supplementary Security Income (SSI)
   - Federal public housing assistance or Section 8 (a federal housing assistance program administered by the Department of Housing and Urban Development)
   - Low Income Home Energy Assistance Program

5. Existing sources
Schools may also use existing sources of data that measure levels of poverty, such as TANF or need-based tuition assistance programs. However, these measures are acceptable for Schools and Libraries Program discount purposes only if the family income of participants is at or below the Income Eligibility Guidelines (IEG) for NSLP.

6. Matching siblings

EXHIBIT 0
1 PG

Genesee Intermediate School District
E-Rate 2006/07 Funding Request

			Discount Percentage		
Telecommunications	Pre-Discount	88% if approved	Reduction to 36%		Difference
CenturyTel	$ 720.00	$ 633.60	$ 259.20		
CenturyTel	$ 540.00	$ 475.20	$ 194.40		
McLeod	$ 60,000.00	$ 52,800.00	$ 21,600.00		
Nextel	$ 12,000.00	$ 10,560.00	$ 4,320.00		
Verizon Wireless	$ 74,400.00	$ 65,472.00	$ 26,784.00		
Verizon Wireless	$ 6,600.00	$ 5,808.00	$ 2,376.00		
Verizon North	$ 1,320.00	$ 1,161.60	$ 475.20		
Verizon North	$ 576.00	$ 506.88	$ 207.36		
SBC Michigan	$ 2,688.00	$ 2,365.44	$ 967.68		
SBC Michigan	$ 5,376.00	$ 4,730.88	$ 1,935.36		
Building Communications	$ 4,400.00	$ 3,872.00	$ 1,584.00		
Total	$ 168,620.00	$ 148,385.60	$ 60,703.20	$	(87,682.40)

Internal Connections	Pre-Discount	88% if approved	Reduction to 36%		Difference
Avaya	$ 41,343.72	$ 36,382.47	$ -	$	(36,382.47)

Total Reduction to Budget   **$ (124,064.87)**